Data Practices Policy For the Public

Minnesota Statutes, sections §13.025 and §13.03 (2016) requires this policy.

Effective 10/03/17
Updated 03/20/18
Updated 05/01/18
Updated 10/24/19
Updated 01/31/20
Updated 6/15/21
Updated 12/29/21
Updated 1/10/2022

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, email, flash drives, CDs, DVDs, photographs, etc.

The law also says that Hubbard County must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep. Data requests must be in writing, and must be mailed or emailed to Hubbard County's Data Practices Compliance Official (DPCO) or another appropriate designee listed in the Data practices Contacts on page 4, 5 & 6. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample **Data Request Form – Members of the Public** on page 8.

If you do not use the data request form, your request should:

Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
Include whether you would like to inspect the data, have copies of the data, or both.
Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

We may ask you to clarify what data you are requesting.
If we do not have the data, we will tell you as soon as reasonably possible.
If we have the data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:

- Arrange a date, time, and place for you to inspect the data at our offices; or
- Tell you the amount you owe for the copy costs, and then provide you with copies of the data as soon as reasonably possible after you pay for them. You may choose to pick up your copies, or we will mail or

email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in that format and we can reasonably make a copy.

- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.

If you do not arrange to inspect the data or pay for the copies within 15 business days after we tell you the data are ready, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

We are also not required to respond to questions that are not about your data requests, or requests for government data.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data.

You may use the data request form on page 8 to request summary data. We will respond to your request within a reasonable length of time with the data or details of when the data will be ready and how much we will charge you.

Data Practices Contacts

Responsible Authority

Name Administrator, Jeff Cadwell

Address Government Center, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-2336/Fax: (218) 732 2321 jeff.cadwell@co.hubbard.mn.us

Data Practices Compliance Official

Name Administrator, Jeff Cadwell

Address Government Center, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-2336/Fax: (218) 732 2321 jeff.cadwell@co.hubbard.mn.us

Responsible Authority

Name Sheriff, Corwyn Aukes

Address Sheriff's Office, 201 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-3331/Fax: (218) 732-2550 cory.aukes@co.hubbard.mn.us

Responsible Authority

Name County Attorney, Jonathan Frieden

Address Government Center, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-4133/Fax: (218) 732-2318 jonathan.frieden@co.hubbard.mn.us

Responsible Authority

Name Social Services Director, Brian Ophus

Address Social Services, 205 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-1451/Fax: (218) 732-3231 brian.ophus@co.hubbard.mn.us

Data Practices Designees by Department

The following managers are designated to receive and respond to data requests and or questions relating to data maintained by their respective departments. In the event an identified manager no longer serves in their position as listed, the designee then becomes the new acting department manager.

Data Practices Designee(s)

Name Auditor/Treasurer, Kay Rave

Address Government Services, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-2250/Fax: (218) 732-3645 kay.rave@co.hubbard.mn.us

Data Practices Designee(s)

Name Assessor, Jamie Freeman

Address Government Services, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-3452/Fax: (218) 732-3645 jamie.freeman@co.hubbard.mn.us

Data Practices Designee(s)

Name Environmental Services Officer, Eric Buitenwerf

Address Government Services, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-3890/Fax: (218) 732-3645 eric.buitenwerf@co.hubbard.mn.us

Data Practices Designee(s)

Name Recorder, Lauren Anderson

Address Government Services, 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-3552/Fax: (218) 732-3645 lauren.anderson@co.hubbard.mn.us

Data Practices Designee(s)

Name Highway Engineer/Public Works Coordinator, Jed Nordin

Address Public Works, 101 Crocus Hill Street, Park Rapids, MN 56470

Phone: (218) 732-3302/Fax: (218) 732-7640 jed.nordin@co.hubbard.mn.us

Data Practices Designee(s)

Name Solid Waste Administrator, Joshua Holte

Address Solid Waste, 812 Henrietta Ave. S., Park Rapids, MN 56470

Phone: (218) 732-9568/Fax: (218) 732-0036 josh.holte@co.hubbard.mn.us

Data Practices Designee(s)

Name Land Commissioner, Mark Lohmeier

Address Public Works, 101 Crocus Hill Street, Park Rapids, MN 56470

Phone: (218) 732-4270/Fax: (218) 732-7640 mark.lohmeier@co.hubbard.mn.us

Data Practices Designee(s)

Name Veterans Service Officer, Jerry Bjerke

Address 201 Fair Avenue, Park Rapids, MN 56470

Phone: (218) 732-3361/Fax: (218) 732-8173 jerrold.bjerke@co.hubbard.mn.us

Data Practices Designee(s)

Name Human Resources Director, Gina Teems

Address 301 Court Avenue, Park Rapids, MN 56470

Phone: (218) 732-2324/Fax: (218) 732-2321 gina.teems@co.hubbard.mn.us

Copy Costs – When You Request Public Data

We charge for copies of government data. Minnesota Statutes, section §13.03, subdivision 3(c) allows us to charge for copies. Copy costs must be paid in full before Hubbard County will provide the requested copies.

For 100 or fewer paper copies – 25 cents per page

100 or fewer pages of black and white, letter or legal size paper copies cost 25¢ for a one-sided copy, or 50¢ for a two-sided copy.

Most other types of copies – actual cost

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically sending the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, CD, DVD, etc.), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies. The cost of employee time to make copies is $25.00 per hour.

If, based on your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate search and retrieval charges at the higher salary/wage.

If possible, and upon request, we will provide you with an estimation of the total cost of supplying copies.

Data Request Form – Requesting Public Data

Request date:

The data I am requesting:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of the form.

I am requesting access to data in the following way:

Inspection

Copies

Both inspection and copies

Note: Inspection is free but Hubbard County will charge for copies at $.25/1 sided copy and $.50/2 sided copies, plus time if necessary to compile the information requested.

Contact information (optional)*

Name:

phone number:

email address:

address:

We will respond to your request as soon as reasonably possible.

* You do not have to provide any contact information. However, if you want us to mail/email you copies of data, we will need some type of contact information. We also need contact information if we do not understand your request. We will not work on your request until we can clarify it with you.

Notice of Adoption of Model Policies

Minnesota Statutes, section 13.025, subdivisions 2 and 3, require government entities to prepare written policies that relate to public access to government data, and rights of subjects of data and Minnesota Statutes, section 13.03, subdivision 2, requires entities to establish procedures so that data requests are complied with appropriately and promptly.

Minnesota Statutes, section 13.073, subd. 6, requires the Commissioner of Administration to prepare model policies and procedures to help government entities comply with those requirements. Entities that choose to adopt the Commissioner's model policies must notify the Commissioner. Please use the following statement to notify the Commissioner if you choose to adopt the model policies and procedures.*

Notice to Commissioner of Administration: Adoption of Model Policies

Hubbard County has adopted the Commissioner's Model Policy for the Public and Model Policy for Data Subjects. This notice to the Commissioner satisfies Hubbard County's obligation under Minnesota Statutes, section 13.073, subd. 6.

[Signed by]	/s/ Jeffrey R. Cadwell
[Title]	Hubbard County Administrator
[Date]	06/15/2021

**Government entities may submit this notification by mail or email:*

Commissioner of Administration
c/o Data Practices Office (DPO)
201 Administration Building
50 Sherburne Avenue
St. Paul, MN 55155
info.ipad@state.mn.us